

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 168

Alexandria, VA

1 December 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 December 2000 unless otherwise indicated.

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This change includes all material written in MAP Items 83-99(E); 31-00; 45-00(E); 54-00(E); 57-00(E); 60-00(E); 61-00(E) and 65-00(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 167 cover page.

BRIEF OF REVISION

These are the major changes made by Change 168:

U1045-A; U1045-B2. Requires the TDY traveler to check for the availability of Government quarters and ensure that they obtain the requisite non-availability confirmation number that must be included with travel orders.

U3145-A; U3145-C5; Appendix E, Parts III and IV. Revises text to indicate that space on city pair contract flights is considered not available for permanent duty travel if space for pets is not available.

U4505; Appendix O. Clarifies that the requirement that phone calls must be authorized or approved is the same as for other miscellaneous expenses that must be authorized in the orders or approved on the voucher.

U5310-1. Replaces the term DITY with "Personally-Procured Transportation."

U5414; U5425. Takes out unnecessary administrative wording referring to POV transportation.

U5630. Implements FY 2001 DoD Authorization Act, Section 644, which provides the same DLA rate for members with dependents in pay grades E-1 through E-5.

U5810. Clarifies that POV delivery from a storage facility to the VPC/vehicle port is allowed.

U7207. Allows members to be reimbursed for ground transportation between their permanent duty station and the authorized air terminal when performing FEML travel.



0516LP0113959

U9116-A1. Clarifies that advance payment for MIHA-related expenses may be authorized.

Appendix A. Updates and revises the new Government Meal Rates for FY 2001.

Appendix N. Rewrites this appendix proposing new wording and reorganization intended to simplify and update the JFTR.

Appendix O, T4030-A; T4030-E. Clarifies that civilians are authorized reimbursement up to the amount of the directed transportation mode and that a traveler is entitled to tolls and parking fees for POC travel.

Appendix O, T4040-E. Updates references.

Appendix S. Re-certifies the FEML locations for Central Command and adds Barbados and Jamaica as new FEML locations for Southern Command until 30 September 2002.

Appendix U. Changes the CONUS destination for the R&R locations from Philadelphia, Pennsylvania to Baltimore, Maryland.

Various Paragraphs. Removes information concerning receipts, advances, and processing vouchers since it was included in the DoDFMR, Volume 9, Travel Policy and Procedures, updated 27 September 2000. It also clarifies that all lodging receipts are required, including for Government quarters.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that are not specifically cited below.

- ★ 1. completion and submission of travel vouchers;
- 2. order endorsements related to foreign flag carriers (par. U3125-C4);
- 3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
- 4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, F, and G - see par. U5020)), may be made. (Also, see pars. U5165, U5250, U5560, U6013-A and B, U6060-A and B, and U9116-B);
- 5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
- 6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
- 7. claims for self-procured HHG transportation (see pars. U5320-D);
- 8. collection of excess costs (see pars. U5340-A2, U5380-A, U5415-C, U5445, U5520, and U5825);
- 9. personal emergency determination (see par. U7205-A);
- 10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
- 11. currency loss/gain procedures for OHA (see par. U9116-B);
- 12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-I, Example 4, after step 3);
- 13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT), and;
- 14. establishing childrens' dependency (see Appendix A definition of DEPENDENT);

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

Effective 1 February 2000 through 31 January 2001

U1035 Space-Available Travel Initiative (SpATI) for Childcare Test

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

CHAPTER 2 ADMINISTRATION AND GENERAL PROCEDURES

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| U2145 | Time Limitations for Periods of TDY <ul style="list-style-type: none">A. 180 Day Time LimitationB. TDY Periods in Excess of 180 Days |
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| | H. Conference Site Selection |
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| | L. Conference Administrative Costs |

PART C: TRAVEL STATUS

U2200 TRAVEL STATUS

A. Importance of Travel Status. Members are entitled to travel and transportation allowances only while in a "travel status". They're in a travel status while performing travel away from their PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when members leave their residences, offices, or other points of departure and ends when they return to their residences, offices, or other points of arrival at the conclusion of their trips.

B. Conditions Under Which Travel Status Exists. "Travel status," except as a member of ship's complement, includes:

1. travel in connection with necessary TDY including time spent at a TDY station, without regard to whether duty is performed while traveling, and without regard to the length of time away from the PDS;
2. PCS travel;
3. necessary delay while awaiting further transportation after travel status has begun;
4. travel to and/or from a hospital for observation or treatment (for travel to/from medical facilities in the local travel area, see par. U3500-C);
5. travel by Government or other aircraft, including:
 - a. flights for training purposes made under orders of competent authority that require one or more landings away from the starting point, and
 - b. all necessary delays incident to the mode of travel;
6. flights for training purposes made in the absence of travel orders when it is necessary to remain away overnight; and
7. other circumstances determined jointly by the Secretaries concerned before, during, or after occurrence to constitute a travel status.

C. Beginning and Ending of Travel Status

1. Aircrew Members or Couriers Only. See Table U2C-1.
2. Other Than Aircrew Members or Couriers. See Table U2C-2.
3. Member Assigned to a Two-Crew Nuclear Submarine (SSBN). Travel status ends and the member begins a training and rehabilitation status when:
 - a. the member arrives at the vessel's homeport, and
 - b. no further travel away from the homeport is required by the PCS orders before reporting on board the submarine

whether or not the submarine is at the homeport (57 Comp. Gen. 178 (1977)).

Table U2C-1

Part I -- Beginning of Travel Status

Departure from PDS -- Aircrew Members¹

| | A | B | C | D |
|------|---------------------|--|--|---|
| Rule | When Member Departs | And Proceeds To | And Then To | Travel Status Begins When Member Departs From |
| 1 | Home | Office | Flight opns/terminal at the PDS ³ | Terminal ⁴ |
| 2 | Home | Flight opns/terminal at the PDS ³ | N/A | Terminal ⁴ |
| 3 | Home | Office | Flight opns/terminal not at the PDS ³ | Office ² |
| 4 | Home | Flight opns/terminal not at the PDS ³ | N/A | Home |

Part II -- Ending of Travel Status

| | A | B | C | D |
|------|---|-----------------|-------------|---|
| Rule | When Member Returns To | And Proceeds To | And Then To | Travel Status Ends When Member Returns To |
| 5 | Flight opns/ terminal at the PDS ³ | Office or home | N/A | Terminal ⁴ |
| 6 | Flight opns/ terminal not at the PDS ³ | Office | Home | Office ² |
| 7 | Flight opns/ terminal not at the PDS ³ | Home | N/A | Home |

¹ Members performing TDY as aircrew members includes those members for whom aircrew duty is an additional duty. Also includes Armed Forces couriers and other members who primary duty makes the air terminal a regular duty place. This does not apply to Reserve Component members for first and last day when called to active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs upon relief from active duty.

² Disregard travel to and from office if no duty was performed there.

³ "At PDS" means within the limits of the PDS as defined in Appendix A.

⁴ Departs from/returns to terminal refers to "wheels up/wheels down."

PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES**U2300 SOURCE OF FUNDS**

A. General. A member may be paid an advance of specified travel and transportation allowances.

B. Travel Advance Information. Additional information on advance payment of travel and transportation allowances is located in the following paragraphs:

1. member travel, par. U5165.
2. dependent travel, par. U5250;
3. HHG transportation, par. U5385;
4. mobile home transportation, par. U5560;
5. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
6. recruiting expenses, par. U7033;
- ★ 7. SROTC members, par. U7150-E2d;
8. attendants on behalf of member patients, par. U7252-A;
9. escorts and attendants of dependents, par. U7555; and
10. station allowances, par. U9116.

B. Authority. In general, conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. In the specific case of attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations, 37 U.S.C. §412 applies (55 Comp. Gen. 1332 (1976)). This authority is independent of the training authority included in par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which a member's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the member's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in subpars. 2 through 4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Members may attend conferences at Government expense to:
 - a. further the programs of their DoD components;
 - b. present scientific and technical papers which further the development of the U.S. resources; and
 - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Members who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

★ E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. U4125-A). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. When attendance is authorized for a conference in the local area that:
 - a. does not involve travel,

- b. does not involve per diem, and
- c. for which a travel order is not issued,

the registration fee may be reimbursed.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

CHAPTER 3 TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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| U3120 | Arranging Official Travel A. Travel Arrangement Requirements B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent) or Direct Purchase from Common Carrier C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry E. Payment to Travel Agency |

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B. Authorization to Use Commercial Ship
C. Accommodations on Ships
D. Authorization/Approval for More Costly First-Class Ship Accommodations Use
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F. U.S. Registry Ship Use
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A. Policy
B. First-Class Train Accommodations Use
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- U3140 Unused Government-Procured Transportation Documents and Tickets**
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2. DoD Members. DoD members are required to make all travel arrangements in accordance with:

- a. DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. DoDI 4500.42 (DoD policy regarding passenger transportation reservation and ticketing services); and
- c. Service regulations.

3. Non-DoD Members. Non-DoD members are required to make travel arrangements in accordance with Service regulations.

B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent) or Direct Purchase from Common Carrier. A non-contract travel agent or common carrier direct purchase may be used under the conditions in subpar. 1, but use must be authorized/approved by the order-issuing official.

NOTE: When a non-contract CTO is used, the member must demonstrate that use of a contract CTO was attempted.

1. Authorized/Approved Conditions

- a. Unusual Circumstances. A non-contract travel agent may be used in unusual circumstances when there is no alternative.
- b. Foreign Country. A non-contract travel agent may be used in a foreign country if CTO services:
 - (1) are not reasonably available, and
 - (2) ticketing arrangements cannot be made through a branch office or general agent of an American-flag carrier.
- c. Group/Charter Travel. NOAA Corps and PHS members may use group/charter travel made through a non-contract travel agent in accordance with Service regulations. Payment may not exceed costs authorized under this Chapter (B-103315, August 1, 1978).
- d. Foreign Vessel/Aircraft Transportation. Travel at personal expense on foreign vessels/aircraft is allowed only when the conditions in par. U3125-C or U3130-F are met.

2. Payment Limitation. Reimbursement for transportation arranged through authorized/approved use of a non-contract travel agent or common carrier direct purchase, is limited to the amount the member would have paid if the arrangements had been made directly through the carrier(s).

★ C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members. Group or charter arrangements available through travel agents may be used by members of the NOAA Corps and PHS if:

1. before travel, an administrative determination is made that the reduced fares available through these arrangements result in a savings to the Government; and
2. travel by group or charter arrangement does not interfere with the performance of official business.

Reimbursement may not exceed the cost of accommodations authorized under this Chapter (B-103315, August 1, 1978) (See par. U2510 regarding receipts).

D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry. Reimbursement for transportation may not be authorized for travel at personal expense on vessels or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.

E. Payment to Travel Agency. No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in subpar. 3;
- d. premium-class other than first-class accommodations may be used only as permitted in subpar. 4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

Effective 9 June 00

- ★ 1. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel, e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT//091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
- 2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U4325); or
- 3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account;***
- 4. Rail service is available and that service is cost effective and consistent with mission requirements;
- 5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
- 6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

- 1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement.
- 2. Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets.

C. Frequently Asked Questions About Using the Contract City Pair Program**1. How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

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- ★ a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

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N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting Out or Conversion of a Vessel. When a member is assigned to TDY in connection with fitting out or conversion of a vessel, per diem is authorized during each fitting out or conversion period, including the day of ship commissioning or service craft placement in service, and day of ship decommissioning or service craft placement out of service. Authorization for per diem ends on the date the member's assignment is changed from TDY in connection with fitting out or conversion of a vessel to permanent duty aboard that vessel, even if that change is effected prior to the date of ship commissioning or service craft placement in service. In determining entitlement to per diem, par. U4102-M applies after a ship or service craft under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under subpar. C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation

Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.

b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.

c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

- ★ A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. See par. U2510 concerning receipts.

1. Lodging Expense

The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in <http://www.dtic.mil/perdiem/> for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045.

(NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands) are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

★ c. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. The member must provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.***

g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. Subpar. d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:

- (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
- (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;
- (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
- (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;
- (5) dumping fees;
- (6) shower fees;

(7) cost of maid fees and cleaning charges;

(8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and

(9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

i. Requirement for Dual Lodgings on Single Day. When a member is required by military necessity (not personal convenience) to procure or retain lodgings at more than one location on a calendar day, the lodging cost of the lodging used at or close to 2400 is the allowable lodging costs for that day. The other lodging cost incurred is reimbursable when approved by the order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

(1) monthly interest;

(2) monthly property tax;

(3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

3. Per Diem Computation. Generally, per diem is based on the TDY location of the member at 2400; however, there are occasions when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, the lodging shall be claimed for the preceding calendar day and the maximum per diem is determined as if the member had been at the lodging location at 2400 of the preceding day. If authorized travel requires more than 1 day and a stopover for the night is required, the maximum per diem is based on the stopover point. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. The meal rate established by the order cannot be reduced after-the-fact except for a deductible meal (Government meals paid for by the traveler and consumed in a Government mess are not deductible meals, see par. U4125-A3g). However, order-issuing officials/schoolhouse commanders may amend the orders to direct an immediate or future meal rate change.

a. Day of Departure From and Day of Return to PDS. Seventy five percent (75%) of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/>) is paid for the day of departure from the PDS and the day of return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply. The M&IE rate for the day of departure and/or return to the PDS is the M&IE rate (see <http://www.dtic.mil/perdiem/>) applicable to the last TDY station, except when return travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS. If authorized return travel to the PDS requires more than 1 day and additional stopovers are required, the maximum per diem is based on the additional stopover points. The per diem rate for the day of departure from the PDS is based on the member's location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the M&IE rate for the destination is the applicable rate.

b. Determination of M&IE Rate

(1) Full Days

(a) CONUS

1. applicable locality rate (see <http://www.dtic.mil/perdiem/>),
2. the standard GMR for meals in a Government mess plus \$2 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and
 - d. the member is not traveling, or
3. the PMR plus \$2 for incidental expenses. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and

- c. the member is not traveling.

(b) OCONUS

1. applicable locality rate (see <http://www.dtic.mil/perdiem/>), (use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY), or
2. the standard GMR for meals in a Government mess plus \$3.50 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the installation to which the member is assigned TDY, and
 - d. the member is not traveling.
3. the PMR plus the incidental expense rate. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

NOTE: *The incidental expense rate OCONUS is the applicable rate (see <http://www.dtic.mil/perdiem/>), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

1. *The order-issuing official can determine \$3.50 to be adequate when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.*
2. *The order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>). Payment of the locality incidental expense rate must be stated in the travel order.*

- (2) If No Per Diem Entitlement at TDY Point. The M&IE rate payable on the day of arrival at, and departure from, the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

advance of the travel, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which AEA is authorized/approved is indicated in the document issued by the Secretarial Process or the Director of the Defense Agency concerned or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Requests. *See Appendix L.*

F. Data To Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;
10. reasons normal accommodations within the prescribed per diem allowances do not suffice; and
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 10 are not available, the request should so state. Each request for approval of AEA after travel has been performed is accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA. Such documents are to be submitted to the disbursing/finance/travel office.

★ **U4220 ITEMIZATION**

For reimbursement on an AEA basis, a member must submit itemized expenses (see par. U4205) that indicate clearly the expenses applicable to each calendar day, excluding items claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3), itemization of meals and incidental expenses is not required.

U4225 COMPUTATION RULES

A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the member is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day are reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in subpars. B through D. In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.

B. Meals Available Under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals is limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

C. Averaging Expenses. In determining the daily amount of expense items which do not accrue on a daily basis, such as laundry, dry cleaning, pressing, and hotel maid tips (*NOTE: Expenses for laundry, dry cleaning and pressing of clothing are reimbursable as an AEA incidental expense only when incurred while traveling OCONUS.*), these expenses may be averaged over the number of days the member is entitled to AEA during the entire TDY trip. In connection with lodging and lodging-related expenses, the expenses pertain to the day on which the charges began. For example, if the charges are computed on the basis of 1000 on the first day to 1000 on the second day, the charge is considered as beginning and applicable to the first day even though the lodging was not actually occupied on that day. If expenses for the first day are less than the daily maximum and for another day exceed the daily maximum, the expenses shall not be averaged. Each calendar day must be considered separately. If, however, the member pays for more than the first day's expense at one time (for example, a hotel bill paid weekly, or at the end of occupancy), the amount applicable to each day should be listed separately.

D. Special Rules for Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. U4510.

2. Reimbursement for Day of Departure. The reimbursement method and daily maximum for the day of departure from the PDS is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the PDS, the same method and daily maximum applicable to the previous calendar day shall apply. When return travel to the home or official station requires 2 or more days, see par. U4125-A3a for method of reimbursement.

U4230 COMPUTATION EXAMPLES

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

★ U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520, item 9g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4125-A3e (Essential Unit Messing);

9. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bedpatient or inpatient); or
13. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

Travelers are entitled to reimbursement for necessary travel and transportation related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands*, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler may only be reimbursed the amount of taxes on \$50, which is the maximum authorized lodging amount) (*taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are part of per diem/AEA and are not separately reimbursable*);

NOTE: *Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;*

6. fees for:

PART G TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY**U4600 GENERAL**

This Part prescribes dependent travel and transportation allowances when the member is assigned to indeterminate TDY.

U4605 MEMBER ORDERED ON INDETERMINATE TDY

A. General. When a member is assigned to TDY under orders which do not provide for return to the PDS and:

1. the TDY is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2145-D; or
2. the TDY orders do not specify or imply any limit to the period of absence from the PDS;

dependent transportation at Government expense (but no per diem except under subpar. D) is authorized.

B. Transportation of Dependents to TDY Station or Other Location

1. When Both PDS and TDY Stations Are in CONUS or Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized not to exceed the entitlement from the PDS to the TDY station.
2. When the PDS is in CONUS and the TDY Station is OCONUS, Dependent Transportation at Government Expense
 - a. may only be authorized to the TDY station or to a CONUS location by the Secretarial Process.
 - b. shall not be authorized/approved to the OCONUS station unless at least 12 months remain in the member's tour of duty at the OCONUS station on the date the dependents are scheduled to, or actually do, arrive at that station or on the date command sponsorship is granted, whichever is later.
3. When the PDS is OCONUS and the TDY Station is in CONUS. Dependent transportation at Government expense to the TDY station may be authorized by the Secretarial Process, not to exceed, the entitlement from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on subsequent PCS orders, or
2. returns from indeterminate TDY,

after dependents have been moved at Government expense to the TDY station or to a CONUS location; the member is entitled to return dependent transportation from the TDY station or from the CONUS location to the PDS. Return transportation from CONUS to an OCONUS PDS shall not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependents are scheduled to, or actually do, arrive at that PDS or on the date command sponsorship is granted, whichever is later.

D. PCS Orders Received at TDY Station. When dependents are moved at Government expense to the TDY station and the member receives PCS orders at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS shall not exceed the entitlement from the TDY station to the new PDS.

- U5413 Travel Reimbursement for POV Delivery and/or Pick-up**
- A. General
 - B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel
 - C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
 - D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved
 - E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route
- U5414 Transportation of POV to/from PDS**
- A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
 - B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS
 - C. Transportation of a POV Within CONUS Incident to PCS
- U5415 Transportation Restrictions**
- A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
 - B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
 - C. Restriction on Size of Vehicle
 - D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425 Transportation Methods**
- A. Government/Commercial Transportation
 - B. Personally Procured Transportation
- U5435 Ports Used**
- A. Designation of Ports
 - B. Alternate Ports
 - C. Transshipment from a Designated Port
- U5440 Factors Affecting Transportation of POV**
- A. Transportation of POV May Be Deferred
 - B. Shipping Error
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Transportation Before Orders Issued
- U5445 Excess Cost Collection**
- U5455 POV Transportation Under Unusual or Emergency Circumstances**
- A. Incident to Unusual or Emergency Circumstances--Official and Personal Situations
 - B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Travel of Dependents is not Authorized Before the POV is Transported from A CONUS Port
 - C. Incident to Alert Notice
 - D. Evacuation off PDS
 - E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- U5456 Transportation Incident to Divorce**

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|--------------|--|
| U5457 | Time Limitation for Transportation of a POV |
| | A. Incident to Separation from Service or Relief from Active Duty |
| | B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program |
| | C. Incident to PCS |
| U5460 | Care and Storage |
| U5461 | Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late |

PART F: TRANSPORTATION OF MOBILE HOMES

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| | A. Government-Procured Transportation |
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U5212 REIMBURSABLE EXPENSES

When transportation-in-kind is furnished or a member is reimbursed for transportation, the member is entitled to reimbursement for the following expenses incurred incident to dependents' transportation:

1. taxicab, bus, streetcar, subway, or other public carrier fares when free transfer is not provided between places of abode and carrier terminals, between carrier terminals, and from carrier terminals to lodging and return when required by transportation delays en route which are beyond the dependents' control;
2. MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, in lieu of reimbursement for public carrier fares authorized by item 1 between places of abode and carrier terminals;
3. tips to train attendants when dependents travel separately from a member, customary tips for baggage handling (except at hotels), tips to taxi drivers;
4. baggage checking and transfer costs, when costs are itemized and the number of pieces are shown on the claim;
5. passport, visa, and change of status fees, including costs of required photographs and birth certificates, or other acceptable evidence of birth. Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable;

(NOTE: Command sponsored dependents ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and dependents are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Dependents traveling solely by military air or AMC charter flight shall not be reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements have been made and a passport purchased) or the priority of the travel is sufficiently high to require backup travel arrangements.)
6. airport taxes, landing fees, port taxes, boarding taxes, airport fees or service charges, or other similar mandatory charges or fees assessed on departure from, or on arrival at carrier terminals not included in the ticket cost (52 Comp. Gen. 73 (1972));
7. costs of traveler's checks or similar instruments purchased for the safe transportation of personal funds necessary for anticipated expenses; and
8. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels.

The expenses listed in items 1, 3, and 4 are not reimbursable when dependents travel on a MALT basis under par. U5203-A, first itemization, item 3. However, reimbursement is authorized for those bona fide expenses described in this subparagraph incurred during travel on a separate leg of a journey when MALT is not payable between those two points. When determining the allowances payable under this Part, travel between any two points falling within the following categories is a separate leg of the journey:

- a. PDS,
- b. passenger port of embarkation,
- c. passenger port of debarkation,
- d. first duty station,

- e. last duty station,
- f. HOR,
- g. HOS,
- h. PLEAD,
- i. designated place.

★ Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to Which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to subpar. F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-Restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

- 1. the United States or its possessions, or,
- 2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or Before Effective Date of Orders. Except upon graduation from a Service academy (see par. U5222-A2), a member, who acquires a dependent on or before the effective date of PCS orders, is entitled to dependents' travel and transportation allowances from the place where the dependent is acquired to the new PDS, up to the entitlement for travel from the old PDS to the new PDS. Such entitlement is without regard to:

- 1. whether TDY is directed or performed en route, or
- 2. the location of the old or new PDS.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ENTITLEMENT

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

- ★ 1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see subpar. B) in one lot between authorized places at the lowest overall cost (except for a Personally-Procured Transportation move) to the Government.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:
 - a. the HHG were in the member's possession before the effective date of orders from that former PDS, and
 - b. the HHG previously transported plus the HHG being transported do not exceed the authorized weight allowance on the effective date of the orders from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are:

WEIGHT ALLOWANCE TABLE (POUNDS)

Weight Allowance

| Grade (1&3) | With Dependent(s) (2) | Without Dependent(s) |
|--------------------------------------|--------------------------|-------------------------|
| 0-10 to 0-6 | 18,000 | 18,000 |
| 0-5 & W-5 | 17,500 | 16,000 |
| 0-4 & W-4 | 17,000 | 14,000 |
| 0-3 & W-3 | 14,500 | 13,000 |
| 0-2 & W-2 | 13,500 | 12,500 |
| 0-1, W-1 & Service Academy Graduates | 12,000 | 10,000 |
| E-9 | 14,500 (4) | 12,000 (4) |
| E-8 | 13,500 | 11,000 |
| E-7 | 12,500 | 10,500 |
| E-6 | 11,000 | 8,000 |
| E-5 | 9,000 | 7,000 |
| E-4 (over 2 years service) | 8,000 | 7,000 |
| E-4 (2 years service or less) | 7,000 | 3,500 |
| E-3 | 5,000 | 2,000 (5) |
| E-2 & E-1 | 5,000 | 1,500 (5) |
| Aviation Cadets (6) | | |
| Service Academy Cadets & Midshipmen | | 350 |

Footnotes to Table of PCS Weight Allowances

1. Members of reserve components and officers holding temporary commissions in the Army and Air Force of the United States are entitled to the weight allowances for corresponding grades listed.

2. For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. the death of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3. A member of the regular components of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS order used for HHG transportation, or
- b. held before reversion,

whichever is greater.

4. A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is entitled to a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under orders issued on or after the date of notification of receipt of selection to that office and for the remainder of the military career.

5. Member married to member couples, when both are E-3 or below, are entitled to a combined weight allowance of 5,000 pounds if there are otherwise no dependents.

6. Aviation cadets are entitled to the weight allowance for members in grade E-4.

- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station to the designated POV loading port; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, members receive a flat per diem for the travel in items b and c for the allowable travel time (see par. U5160-F) for travel from the TDY station to the passenger POE. ***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated POV unloading port in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the passenger POD to the designated POV unloading port;
- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the designated POV unloading port to the TDY station; and
- c. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger POD to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) for travel from the passenger POD to the TDY station. ***NOTE: When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

★ U5414 TRANSPORTATION OF POV TO/FROM PDS

A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS VPC/port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the VPC/port and PDS;
2. the member is physically unable to drive between the VPC/port and PDS; or
3. the conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the VPC/unloading port. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the VPC/unloading port in another country to pick up the POV. Transportation to the PDS is authorized.

C. Transportation of a POV Within CONUS Incident to PCS. An eligible member ordered on a PCS between CONUS PDSs who cannot drive between the PDSs, may be authorized/approved transportation of a POV from old CONUS PDS to new CONUS PDS when:

1. the member is physically unable to drive, or
2. there is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

U5415 TRANSPORTATION RESTRICTIONS

A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area. A POV purchased in a nonforeign OCONUS area by a member not permanently assigned there at the time of the purchase, generally shall not be shipped at Government expense during the first PCS following purchase of the POV. The exception to the general prohibition is if the POV is used by the member or dependent for transportation at the member's OCONUS PDS. This subparagraph does not apply to alternate port shipments authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Shipment of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. determined to be necessary by the Service concerned;
2. determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or
3. directed by the foreign government concerned.

C. Restriction on Size of Vehicle. A member who desires to ship a POV which exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this shipment because an oversized POV is required by the member or dependent(s) for medical reasons. Collection of such excess costs are made in accordance with Service regulations. This subparagraph does not apply to travel aboard oceangoing car ferries.

D. Combining POV Weight Limitations When Husband and Wife Are Members. The 20 measurement tons limitation contained in subpar. C may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member during the transfer of both members under PCS orders. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

★ U5425 TRANSPORTATION METHODS

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).

B. Personally-Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is entitled to reimbursement for the expense incurred when:

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972))); or

2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:

- a. the use of such service is authorized in the orders concerned;
- b. commercial shipping services are used; and
- c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

U5435 PORTS USED

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved. An alternate port shall be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process. Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING TRANSPORTATION OF POV

A. Transportation of POV May Be Deferred. An eligible member is not required to transport a POV each time entitled to such transportation. An eligible member electing not to transport a POV at Government expense may, upon assignment to another PDS where shipping entitlement exists, transport the POV from the designated POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders; or
2. present PDS to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders;

whichever provides the greater entitlement.

NOTE: *There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

★ Table U5G-1

| PRIMARY DLA RATES EFFECTIVE 1 JULY 2000* | | |
|--|------------------------|---------------------|
| Grade | Without Dependent Rate | With Dependent Rate |
| O-10 | \$2,333.40 | \$2,872.39 |
| O-9 | \$2,333.40 | \$2,872.39 |
| O-8 | \$2,333.40 | \$2,872.39 |
| O-7 | \$2,333.40 | \$2,872.39 |
| O-6 | \$2,140.71 | \$2,586.34 |
| O-5 | \$2,061.78 | \$2,492.98 |
| O-4 | \$1,910.68 | \$2,197.58 |
| O-3 | \$1,531.26 | \$1,818.15 |
| O-2 | \$1,214.65 | \$1,552.48 |
| O-1 | \$1,022.83 | \$1,387.82 |
| O-3E | \$1,653.50 | \$1,953.97 |
| O-2E | \$1,405.64 | \$1,762.99 |
| O-1E | \$1,208.71 | \$1,628.87 |
| W-5 | \$1,941.24 | \$2,121.19 |
| W-4 | \$1,723.94 | \$1,944.64 |
| W-3 | \$1,448.94 | \$1,781.67 |
| W-2 | \$1,286.81 | \$1,639.07 |
| W-1 | \$1,077.14 | \$1,417.52 |
| E-9 | \$1,415.83 | \$1,866.55 |
| E-8 | \$1,299.53 | \$1,720.56 |
| E-7 | \$1,110.25 | \$1,597.48 |
| E-6 | \$1,004.99 | \$1,476.09 |
| E-5 | \$926.91 | \$1,327.54 |
| E-4 | \$806.37 | \$1327.54* |
| E-3 | \$791.09 | \$1327.54* |
| E-2 | \$642.55 | \$1327.54* |
| E-1 | \$572.96 | \$1327.54* |

*DLA rates for E-1 through E-4 with dependents is effective 30 October 2000.

★ Table U5G-2

| <u>SECONDARY</u> DLA RATES EFFECTIVE 1 JULY 2000* | | |
|--|-------------------------------|----------------------------|
| Grade | Without Dependent Rate | With Dependent Rate |
| O-10 | \$1,866.71 | \$2,297.91 |
| O-9 | \$1,866.71 | \$2,297.91 |
| O-8 | \$1,866.71 | \$2,297.91 |
| O-7 | \$1,866.71 | \$2,297.91 |
| O-6 | \$1,712.58 | \$2,069.08 |
| O-5 | \$1,649.42 | \$1,994.38 |
| O-4 | \$1,528.54 | \$1,758.07 |
| O-3 | \$1,225.01 | \$1,454.53 |
| O-2 | \$971.73 | \$1,241.99 |
| O-1 | \$818.26 | \$1,110.25 |
| O-3E | \$1,322.80 | \$1,563.18 |
| O-2E | \$1,124.51 | \$1,410.39 |
| O-1E | \$966.97 | \$1,303.10 |
| W-5 | \$1,552.99 | \$1,696.95 |
| W-4 | \$1,379.16 | \$1,555.71 |
| W-3 | \$1,159.14 | \$1,425.33 |
| W-2 | \$1,029.44 | \$1,311.25 |
| W-1 | \$861.72 | \$1,134.02 |
| E-9 | \$1,132.66 | \$1,493.24 |
| E-8 | \$1,039.63 | \$1,376.43 |
| E-7 | \$888.19 | \$1,277.98 |
| E-6 | \$804.00 | \$1,180.87 |
| E-5 | \$741.53 | \$1,062.04 |
| E-4 | \$645.10 | \$1062.04* |
| E-3 | \$632.88 | \$1062.04* |
| E-2 | \$514.05 | \$1062.04* |
| E-1 | \$458.36 | \$1062.04* |

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

*DLA rates for E-1 through E-4 with dependents is effective 30 October 2000.

| ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED | | | | | |
|---|---------------------------|----------------------------------|--|--|---|
| R U L E | <u>If one member</u> A | <u>and the other member</u> B | <u>at the old PDS</u> <u>they occupied</u> C | <u>at the new PDS</u> <u>they occupied</u> D | <u>then DLA is payable</u> E |
| 1 | has no dependents | has no dependents | the same quarters | the same quarters ³ | to either member at the "without dependent" rate, but not both ^{1, 4} |
| 2 | | | | separate quarters ^{2, 3} | to both at the "without dependent" rate ⁴ |
| 3 | | | separate quarters | the same quarters ³ | |
| 4 | | | | separate quarters ^{2, 3} | |
| 5 | | has dependents | the same quarters | the same quarters ³ | to either the member who has no dependents at the "without dependent" rate or to the member who has dependents at the "with dependent" rate, but not to both members ¹ |
| 6 | | | | separate quarters ^{2, 3} | to each, i.e., as a member without dependents for the member without dependents and at the "with dependent" rate for the member with dependents |
| 7 | | | separate quarters | the same quarters ³ | |
| 8 | | | | separate quarters ^{2, 3} | |
| 9 | has dependents | has dependents | the same quarters | the same quarters | to either member at the "with dependent" rate, but not to both ¹ |
| 10 | | | | separate quarters ² | to both members at the "with dependent" rate |
| 11 | | | separate quarters | the same quarters | |
| 12 | | | | separate quarters ² | |

1. The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:

- (a) both members would be entitled to a DLA at the "without dependent" rate under Rule 1,
- (b) the member who has no dependents at the "without dependent" rate, and the member with dependents at the "with dependent" rate under Rule 5, and
- (c) both members at the "with dependent" rate under Rule 9.

2. Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3. Except as indicated in par. U5G10-B, and when a member in pay grade E-7 and above without dependents elects not to occupy available Government quarters, a member, who has no dependents and who is assigned to Government quarters at the new PDS (including a ship), is not entitled to DLA.

4. DLA is not payable to either member of a member married to member couple who occupy Government quarters, if neither member has a dependent.

Table U5G-3

PART I: POV STORAGE WHEN POV TRANSPORTATION TO PDS/TDY IS NOT AUTHORIZED

U5800 GENERAL

Storage of a POV is in lieu of shipping a POV. This Part prescribes POV storage entitlements for members ordered to a foreign OCONUS PDS to which a POV is not permitted to be transported, or sent TDY on a contingency operation for more than 30 days. It also covers allowances associated with:

1. travel to and from designated storage facilities,
2. preparation of POV for storage,
3. actual storage costs,
4. preparation of POV for removal from storage, and
5. costs associated with delivery to the next authorized destination (see par. U5410).

This Part does not allow for storage of more than one POV, or storage of a POV instead of authorized transportation. Storage and/or transportation of additional POVs shall be at the member's expense.

NOTE: See Appendix A for definition of a contingency operation.

U5805 ELIGIBILITY

NOTE: Members with a TDY start date or an effective date of PCS orders of 1 April 1997 and later are eligible for this entitlement.

A. Members. A member is entitled to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
 - a. the laws, regulations, or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
 - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation.

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store an eligible member's POV. If a Service elects to store an eligible member's POV, the member may still personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is entitled to reimbursement of the actual storage cost, not to exceed the Government's constructed storage cost.
2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the eligible member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is entitled to reimbursement of the actual storage costs.

★ U5810 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to and/or from the storage location. If a Service elects not to transport the POV, the member may personally arrange for transportation or drive it to and/or from the selected storage facility. If a Service elects to transport the POV, the member may still elect to personally arrange POV transportation - member's option.

1. Government-procured Transportation to and/or from Storage Facility Available

- a. The member is reimbursed the automobile mileage rate for the round trip distance for driving the POV to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
- b. When Government-procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is entitled to reimbursement of the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member may be reimbursed the automobile mileage rate for the round trip distance not to exceed the Government's constructed transportation cost.

NOTE: For OCONUS Travelers: The eligible member is entitled to a one-way transportation payment at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/vehicle port) not to exceed the Government's constructed transportation cost of shipping/transporting the POV.

2. Government-procured Transportation to and/or from Storage Facility Not Available. When Government-procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to transport the POV at personal expense, the member is entitled to reimbursement of the actual transportation cost or to automobile mileage for round trip distance if the POV is driven, as appropriate.

Travel time computed under par. U5160 is allowed for the round trips to deliver and/or pick-up a POV under this subparagraph.

B. POV Delivery/Pick-Up

1. The Service concerned may elect to transport an eligible member's POV to and/or from the storage facility.
2. If the POV is not transported, the eligible member is entitled to round-trip transportation payment at the automobile mileage rate (see Appendix A) per mile between the authorized location (i.e., PDS, VPC/vehicle port) and the designated storage facility.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Part, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the HOR or PLEAD of the member. For POV pick-up upon separation or retirement,

the "new PDS" is the HOR or authorized HOS under U5130-A1 of the member.

C. POV Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port Via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:

- a. MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the designated storage facility; and
- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for direct travel from the old PDS to the passenger port of embarkation.

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger port of embarkation.

2. Delivery - Travel to Storage Facility Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate (see Appendix A) for the official one-way distance from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

D. POV Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility. The reimbursement for transportation from the passenger port of debarkation to the designated storage facility shall not exceed the cost for direct travel from the passenger port of debarkation to the new PDS.

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger port of debarkation to the new PDS (see par. U5160-F).

E. POV Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. POV Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station to the designated storage facility; and

- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for travel from the TDY station to the passenger port of embarkation.

In addition, members receive a flat per diem for the allowable travel time (see par. U5160-F) from the TDY station to the passenger port of embarkation.

NOTE: *When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.*

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility;
- b. a MALT for one authorized traveler at the rate in Appendix A for travel for the official distance from the designated storage facility to the TDY station; and
- c. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger port of debarkation to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger port of debarkation to the TDY station.

NOTE: *When a dependent(s) accompanies the member and/or picks up a POV from the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.*

U5815 STORAGE FACILITIES

A. Designated Storage Facilities. The Services, through the Secretarial Process, may designate storage facilities (see par. U5805).

B. Personally Procured POV Storage. An eligible member may be reimbursed for storing one POV at a commercial facility (see par. U5805). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility shall not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5820 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled or Revoked. A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS, at Government expense, if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV may not be removed from storage for shipment. The same exceptions in par. U5317 apply.

B. Storage Before Orders Issued. Storage of a POV is permitted before PCS orders are issued to an eligible member, provided the request is supported by a written statement:

1. from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued,
2. signed by the applicant agreeing to remit the entire cost of storage if PCS orders to authorize storage are not issued later, .
3. signed by the applicant agreeing to pay any additional costs for transshipment of the POV to another storage facility required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders shall be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) may not be considered as advice that the orders shall be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in this Volume, storage of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

U5825 EXCESS COST COLLECTION

Excess storage costs, incurred by the Government due to the member's negligence or choice, must be collected (see par. U1010-B8).

U5830 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members. A POV may remain in storage, at Government expense for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation

1. Separation from Service or Relief from Active Duty. A member who is separated from the Service or relieved from active duty and who has a POV in storage under par. U5805, unless specifically prohibited in par. U5360, is entitled to continued POV storage until the 180th day from the active duty termination date. Storage charges accrued on/after the 181st day are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.
2. Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation. A member who is retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separation pay, or involuntarily separated (see Appendix A) and who has a POV in storage under par. U5805, is entitled to be continued in storage for up to 1 year from the active duty termination date (including by a member's death). The circumstances in par. U5365 for extending the 1-year storage limit apply. Storage charges accrued on/after the 366th day are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

U5835 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

CHAPTER 6 EVACUATION ALLOWANCES

PART A: AUTHORIZED OR ORDERED MOVEMENT OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

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| U6002 | Definition of Terms Used in This Part A. Designated Place B. Evacuated Dependent C. Evacuation D. Safe Haven |
| U6003 | Responsibilities A. Authorizing or Ordering an Evacuation B. Evacuation to Safe Haven or Designated Place C. Termination of Safe-Haven Status and Directing Dependents to Select Designated Place D. Termination of Evacuation Status |
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| U6005 | Per Diem Allowances for Command Sponsored Dependents and Student Dependents A. Purpose B. General |

- C. Per Diem Allowances While Traveling
- D. Per Diem Allowances While at Safe Haven
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U6006 Local Travel Allowances in and Around Safe Haven and Designated Place

U6007 HHG Transportation

- A. General
- B. HHG at PDS When Evacuation Authorized or Ordered
- C. HHG En Route to PDS When Evacuation Authorized or Ordered
- D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents from Safe Haven and When Dependents Convert Their Safe Haven to Designated Place
- E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

U6008 Transportation of POV

- A. Transportation of POVs Incident to Evacuation of Dependents
- B. Subsequent Entitlement When Member Not in Receipt of PCS Orders from Evacuated Area
- C. Subsequent Entitlement When Member in Receipt of PCS Orders From Evacuated Area
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U6013 Advance of Funds

- A. Advance Payment of Per Diem, Travel and Transportation Allowances
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U6014 CONUS COLA

CHAPTER 7
TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL
CIRCUMSTANCES AND CATEGORIES

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**PART B: TRAVEL OF UNIFORMED SERVICES APPLICANTS
AND REJECTED APPLICANTS**

U7025 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General. This Part applies to applicants and rejected applicants for the regular Service, the reserve components, and flight training. The term "applicant for flight training" includes civilian applicants for appointment as aviation cadets; Reserve Component officer and enlisted members not on active duty; and members of the SROTC.

B. Basic Travel Entitlement. Applicants for the regular Service, the reserve components, and flight training are entitled to travel at Government expense from the place where they make application, or from their homes, to the place(s) of physical examinations, qualifying examinations, other processing, and acceptance into the Service. If the applicant is rejected or is accepted and ordered to return home to await further orders or a reporting date, the applicant is entitled to return travel to home or place of application at Government expense. Unless Service regulations are issued in accordance with subpar. C or D, PCS allowances under Chapter 5, Part B, and miscellaneous reimbursable expenses under Chapter 4, Part F, are authorized.

C. Use of Government Procured Transportation and Meal Tickets. Each Service may issue regulations which require use of Government-procured transportation and meal tickets (see par. U5018) for applicant processing travel. Expenses in Chapter 4, Part F, are reimbursable. No allowances shall be paid for the travel if directed Government-procured transportation and meal tickets were not used, unless the applicant provides reasons acceptable to the order-issuing official. If the order-issuing official accepts the applicant's reason(s):

1. the automobile mileage rate is paid for POC travel for personal convenience (see par. U3310-A1) for the official distance of the ordered travel, and/or
2. reimbursement is provided for occasional meals and quarters (see par. U4510) if meal tickets were not available and meals and/or lodgings were required.

D. Temporary Duty Allowances. Each Service may issue regulations which authorize travel and transportation allowance payment (including per diem or actual expense allowances) to applicants for travel in connection with applicant processing. The appropriate rates, provisions, and deductions in Chapter 4, Parts B, C, and F for members performing TDY are applicable.

PART C: REIMBURSEMENT FOR RECRUITING EXPENSES

U7030 ENTITLEMENT

Armed Forces recruiters are entitled to reimbursement for actual and necessary costs of:

1. snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. parking fees at itinerary stops;
3. official telephone calls;
4. photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. other small, necessary recruiting expenditures; and
6. personally procured and consumed meals at non-Government events when:
 - a. a meal is incidental to the event and the recruiter is required to participate because of assigned duty;
 - b. attendance during meal time is necessary to full participation in the business of the function; and
 - c. the recruiter is not free to take the meal elsewhere without being absent from the essential formal purpose of the event.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in this Volume (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

★ U7031 NOT USED

U7032 NOT USED

U7033 ADVANCE OF FUNDS FOR RECRUITING EXPENSES

Service regulations may authorize funds advances.

PART D: TRAVEL OF COURIERS OF CLASSIFIED DOCUMENTS OR PROPERTY

U7050 ALLOWED ACCOMMODATIONS

See Chapter 3 for transportation accommodations.

U7051 TRAVEL ON MALT BASIS

A courier traveling on a MALT PLUS basis, who is authorized under pars. U3125, U3130, or U3135 to purchase superior accommodations for security purposes, shall be reimbursed the difference in cost between coach accommodations by air or the lowest level of sleeping accommodations available by rail or ship and superior accommodations after travel is performed, if a receipt for the superior accommodations is furnished.

U7052 TRAVEL ON PER DIEM BASIS

Couriers traveling on TDY orders must use Government-procured transportation for the superior accommodations contemplated in pars. U3125, U3130, or U3135, if practicable. Otherwise, reimbursement is for all member-procured transportation and such superior accommodations on an actual cost basis (including tax). The claim must explain why Government-procured transportation was not used and be accompanied by the receipt or an acceptable statement indicating the amount paid. If an explanation and receipt/statement is not furnished, reimbursement is limited to the cost of Government-procured transportation.

PART E: TRAVEL OF WITNESSES

U7060 CASE INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case involving the Services receive the travel and transportation allowances prescribed in Chapter 4, payable from funds of the requesting Service.

U7061 CASE NOT INVOLVING UNIFORMED SERVICES

Active duty members who serve as witnesses on behalf of the United States in any case not involving the Services, receive travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice.

U7062 OTHER CASES

Active duty members who serve as witnesses for local, State, the District of Columbia, or U.S. territory or possession Governments in criminal or civil cases;

1. directly related to the Services or to members, and
2. in which the Services have a particularly strong compelling and genuine interest,

may receive the travel and transportation allowances prescribed in Chapter 4, if competent authority determines that travel is required, from funds of the appropriate Service (B-202232, July 10, 1981, B-223900, December 24, 1986). Active duty members subpoenaed as witnesses for a Congressional committee, a private individual, or a corporation, do not receive any travel and transportation allowances. The witness should make arrangements for travel and subsistence expense payments with the individual or agency desiring testimony.

**PART F3: MEMBERS ASSIGNED TDY AS
OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS**

U7140 MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

Members assigned TDY as observers to UN peacekeeping organizations, who receive UN mission subsistence allowance (mission per diem), are entitled to per diem allowances under Chapter 4. The per diem amount, when added to the UN mission subsistence allowance, equals the per diem entitlement of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event is the UN mission per diem allowance reduced. For members permanently assigned as observers to a UN peacekeeping organization, see par. U9302 for information about station allowances.

✱ 4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:

1. transportation in kind or Government-procured transportation,
2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under item 2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under subpar. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members Without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in subpar. B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see subpar. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) within 24 hours of departure, or
 - (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART L: MEMBER ON DUTY WITH ANOTHER DEPARTMENT OR AGENCY

U7350 GENERAL

A member on loan, assignment, or detail to another department or agency is entitled to the travel, transportation and station allowances in this Volume, unless otherwise provided for by law (5 U.S.C. 5536).

PART M: MEMBER WHOSE ENLISTMENT IS VOIDED

U7375 GENERAL

A member, released or discharged from active duty due to a void enlistment, is entitled to travel from the place of release or discharge to the HOR or PLEAD, as the member elects.

U7376 IMPLEMENTING REGULATIONS

Each Service may issue regulations requiring a member, whose enlistment is voided, to use Government or Government-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Chapter 5, Part B are authorized as for a PCS.

**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO
DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR
GUARDS**

U7450 DISCIPLINARY ACTION

A. Transportation. When a member is ordered to travel for disciplinary action:

1. a Government conveyance shall be used, if available; or
2. if a Government conveyance is not available, the member shall be directed to use Government-procured transportation;
3. if Government-procured transportation is not available the member shall be reimbursed for the actual cost of personally procured common carrier transportation for the mode of transportation used; or
4. if a POC is used for the ordered travel, the member shall be reimbursed only for the cost of gas and oil. Payment of mileage is not authorized.

Payment of per diem, while traveling or while at the disciplinary action point, is not authorized.

B. Meals. The member shall be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel shall be reimbursed for meal costs not to exceed the values in par. U5018.

U7451 PRISONERS AND GUARDS

A. Travel and Transportation of Prisoners and Their Guards

1. General

a. Documents. All travel and transportation documents, including tickets, should:

- (1) be in the name of the member in charge "for" the prisoner(s);
- (2) be signed, when proper, by the member in charge; and
- (3) not be surrendered to the individual prisoner(s) for any reason.

b. Transportation. When prisoners are moved on public transportation, Government-procured transportation should be obtained by the member in charge of the movement for the transportation for all members and prisoners named in the movement order. Transportation in-kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement shall secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.

d. Miscellaneous Expenses. Items of miscellaneous expenses incurred in connection with subpars. A2, B and C are payable under Chapter 4, Part F.

2. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter Between Place of Initial Confinement and Initial Delivery to a U.S. Installation. A military guard is authorized reimbursement for:

- a. transportation, lodging, and meals

incurred on behalf of a:

- b. prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items. Total reimbursement for meals and lodging shall not exceed per diem or actual expense allowances computed under Chapter 4, Part B or C. Reimbursement for transportation is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter. Subpar. 1 describes the travel and transportation allowances for prisoners. See Part N for allowances for absentees, stragglers, and deserters being moved between U.S. installations.

B. Paroled Prisoners. A prisoner paroled from confinement is entitled to transportation in-kind to the HOR, or place authorized for residence.

C. Prisoners on "Commandant's Parole". A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in-kind and meal tickets to the HOR or other authorized point. The member is furnished transportation in-kind and meal tickets, if practical, from the place of parole to the facility concerned and for return travel, when appropriate, if:

1. a rehearing is ordered following completion of travel; or
2. official travel is required to be performed for hospitalization, physical examination, discharge, or other purposes incident to the parole.

If it is impractical to furnish transportation in-kind and meal tickets for any of the later travel, reimbursement is at the automobile mileage rate for the official distance and for occasional meals (see par. U4510).

PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS

U7500 GENERAL

For travel in pars. U7501 through U7504, a member may be provided:

1. in-kind transportation by the least expensive mode of common carrier transportation available, or
2. the Government cost of that transportation.

U7501 NO CONFINEMENT INVOLVED

A member, who has not been confined, is entitled to transportation allowances in par. U7500 from the place of separation to the HOR or the PLEAD, as the member elects. See par. U7504 for transportation to an alternate location.

U7502 UPON PAROLE OR RELEASE FROM UNITED STATES MILITARY CONFINEMENT FACILITY

A former member, who has been discharged while in confinement in a U.S. military confinement facility, is entitled, upon parole or final release, to transportation allowances in par. U7500, from the place of confinement to:

1. the HOR; or
2. the PLEAD, as the member elects; or
3. the place authorized by the Service concerned for residence as a parolee.

See par. U7504 for transportation to an alternate location.

U7503 UPON PAROLE OR RELEASE FROM AN OCONUS CONFINEMENT FACILITY

A former member, discharged OCONUS while in confinement in a non-U.S. military confinement facility, is entitled to transportation allowances in par. U7500, from:

1. the place of release from confinement, or
2. the U.S. military facility nearest the place of confinement,

to the port of debarkation in the country (including a U.S. territory or possession) of:

1. the member's HOR, or
2. the PLEAD,

as the member elects.

U7504 TRANSPORTATION ALLOWANCES TO A PLACE OTHER THAN THE HOR OR PLEAD

Transportation allowances in par. U7500 may be authorized from the place of separation, or point of parole or release from confinement facilities, to a place other than the member's HOR or PLEAD, when:

1. authorized/approved by the commanding officer or other competent authority; and

2. the Government transportation cost does not exceed the transportation cost to the member's HOR or PLEAD, as the member elects.

U7505 UPON PAROLE OR RELEASE FROM CIVIL CONFINEMENT IN CONUS

A former member who has been discharged while in confinement by civil authorities (Federal, State, county, or local) in CONUS, is not entitled to transportation.

U7506 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

A. Involuntary Leave. A member, who is placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation in-kind to the HOR or PLEAD, as the member elects. The least expensive transportation mode available shall be provided or the member may be paid an amount not to exceed the Government cost of that transportation. See par. U7504 for transportation to an alternate location.

B. TDY Travel. If a rehearing is ordered following completion of travel or official travel is ordered for hospitalization, physical examination, discharge, or for other purposes of an official nature, the member is entitled to travel and transportation under Chapter 4.

C. Member Restored to Duty. If the member is restored to duty, the member is entitled to the PCS allowances in Chapter 5, Part B, from the place to which travel was authorized when placed on appellate leave to the PDS.

D. Final Separation Travel. When the member travels at Government expense to the HOR or PLEAD, or to some other place on a not to exceed basis under this paragraph, this travel constitutes final separation travel unless the member is restored to duty. (63 Comp. Gen. 135 (1983)).

PART R: TRANSPORTATION OF REMAINS OF DECEASED MEMBERS AND DECEASED DEPENDENTS

U7600 GENERAL

For information on the transportation of remains of deceased members and remains of deceased dependents, see the DTR and the appropriate Service regulations (see par. U1010-B10).

U7601 ESCORTS ACCOMPANYING REMAINS OF DECEASED MEMBERS

Per diem allowances for travel and TDY of members in connection with escorting remains of deceased members are as prescribed in Chapter 4 for all other TDY travel.

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

U7650 TRAVEL UNDER PERMISSIVE ORDERS

An order permitting a member to travel, as distinguished from directing a member to travel, does not entitle the member to expenses of travel.

U7651 TRAVEL UNDER ORDERS BUT NOT ON PUBLIC BUSINESS

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

U7652 RETURN FROM LEAVE TO DUTY ABROAD

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by Government conveyance and shall not authorize transportation by commercial conveyances at Government expense.

U7653 ATTENDANCE AT PUBLIC CEREMONIES

Members who participate in public ceremonies or demonstrations and whose expenses are borne by the sponsoring agency, are not entitled to travel expenses.

U7654 RESIGNATION OR RELEASE AT OWN REQUEST OF PUBLIC HEALTH SERVICE MEMBERS

The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume if that member resigns or separates of the member's own volition:

1. before completing 2 years of continuous active duty, or
2. before completing a period of active duty agreed to in writing, or
3. without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U7655 SEPARATION AT PERSONAL REQUEST OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBERS

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the date of appointment in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the entitlement to any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume.

U7656 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES

An authorization issued to a member of the Armed Forces stationed at a CONUS PDS authorizing the member to participate in "The Educational Leave Program Relating to Continuing Public and Community Service" under DoDI 1322.21, dated 1 June 1994, is permissive and does not entitle the member to PCS allowances under Chapter 5 to participate in the Program or to any other allowances to which the member otherwise would be entitled under this Volume, for any period the member is on educational leave. The member is entitled to any other allowances to which otherwise entitled under this Volume for any period the member reports to the designated unit of assignment during scheduled school breaks or for any period the member takes regular leave. See DoD 7000.14-R, Volume 7A,

"Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH eligibility. The statutory authority for this Program expires 30 September 1999.

PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

U7750 GENERAL

The provisions of this Part apply to travel of members of the armed forces accompanying Members of Congress and/or congressional staff under the authority in 31 U.S.C. §1108(g). A member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. the cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee that the armed forces member is accompanying, and
2. per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee that the armed forces member is accompanying;

provided, travel of the armed forces member is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned.

U7751 DEFINITIONS OF TERMS

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 U.S.C. §1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, such as the GSA schedule (FTR Appendix 1-A/JFTR, Vol. 1, Appendix D) for travel within CONUS and State Department schedule (Standardized Regulations (Government Civilians, Foreign Areas) Section 925/JFTR, Vol. 1, Appendix B) for OCONUS travel, or actual expense reimbursement without regard to any established per diem schedule.

PART V: MEMBERS AUTHORIZED TO TRAIN FOR, ATTEND, AND PARTICIPATE IN ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITIONS

U7800 GENERAL

This Part applies to members of the Armed Forces who have been authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition in accordance with 10 U.S.C. §717, 37 U.S.C. §420, and:

- a. DoD Directive 1330.4 for DoD members (and Coast Guard when operating as a service of the Navy), or
- b. COMDTINST 1710.5 (series) for Coast Guard members.

U7801 POLICY

Members of the Armed Forces may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized to do so under par. U7800. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) has been approved by the Secretary of State. Participation in other international competitions is contingent upon a determination by the Secretary of State that the interests of the United States are served by participating in each such event.

U7802 FUNDING

Funds appropriated to DoD or the Department of Transportation as the case may be, may be expended for the payment of travel and per diem allowances for Armed Forces athletes, and the training associated with animals of the Armed Forces, to support the attendance of Armed Forces athletes at, and participation in, those competitions listed in par. U7801. Funds may be expended only when such participation has been authorized under par. U7800.

U7803 ENTITLEMENT

Members of the Armed Forces who have been authorized to attend, train for, and/or participate in the competitions listed in par. U7801 are entitled to travel and transportation allowances at the rates and subject to the same provisions and deductions as provided for members on TDY in Chapter 4.

PART W: ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

U7900 GENERAL

A. Purpose. This Part prescribes rules for acceptance of payments from non-Federal sources by the Uniformed Services (and their members) for travel, subsistence, and related expenses of a member (and/or an accompanying spouse) at any function relating to official duties.

B. Solicitation Prohibited. A member shall not solicit payment for travel, subsistence, and related expenses from a non-Federal source. However, after receipt of an invitation from a non-Federal source to attend a function or in the course of discussions of a function to be sponsored jointly by the Uniformed Service and the non-Federal source, the Uniformed Service or member may inform the non-Federal source that the Uniformed Service may accept such payments.

U7901 DEFINITIONS

A. Function. A meeting, conference, seminar, speaking engagement, symposium, training course, or similar event that takes place away from a member's PDS, which is sponsored or cosponsored by a non-Federal source. Excluded are: (1) a meeting or other event required to carry out a Uniformed Service's statutory and regulatory functions (i.e., a function essential to the Uniformed Service's mission), such as investigations, inspections, audits, site visits, negotiations, or litigation; and (2) promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal source's products or services. A function need not be widely attended. Examples of functions include:

1. an event at which a member participates as a speaker or panel participant;
2. a conference, convention, seminar, symposium or similar event attended primarily for training (other than promotional vendor training), or to present or exchange substantive information concerning a subject of mutual interest to a number of parties;
3. an event where a member receives an award or honorary degree in recognition of meritorious public service related to the member's official duties, which may be accepted consistent with the applicable standards of conduct regulation.

B. Non-Federal Source. A person or entity other than the Government of the United States. Included are individuals, private or commercial entities, not-for-profit organizations, international or multinational organizations (whether or not a member holds membership), and foreign, state, or local governments (including the District of Columbia).

C. Payment. Funds paid by a non-Federal source for travel, subsistence, and related expenses by check or similar instrument to a Uniformed Service, or payment-in-kind.

D. Payment-In-Kind. Goods, services, or other benefits provided by a non-Federal source for travel, subsistence, and related expenses in lieu of funds paid to a Uniformed Service by check or similar instrument.

E. Travel, Subsistence, and Related Expenses. The reimbursable expenses under Chapter 4 or Appendix O. Also included are conference or training fees and other benefits provided by the sponsor(s) to all attendees that are unreimbursable under applicable travel regulations.

U7902 POLICY

A. Acceptance of Payment for Member. A Uniformed Service may accept payment from a non-Federal source (or authorize a member to accept a payment on its behalf) for a function the member is authorized to attend in an official capacity. Members shall not accept a payment in a personal capacity.

B. Acceptance of Payment for Accompanying Spouse. A Uniformed Service may accept payment from a non-Federal source (or authorize a member to accept a payment on its behalf) for an accompanying spouse when the spouse's presence at the function is in the Uniformed Service's interest. A member or spouse shall not accept a payment in a personal capacity. A spouse's presence is in the interest of the Uniformed Service if the spouse:

1. supports the Uniformed Service's mission or substantially assists the member in carrying out official duties;
2. attends a ceremony at which the member receives an award or honorary degree (par. U7901-A, item 3); or
3. participates in substantive programs related to the Uniformed Service's programs or operations.

C. Administration and Delegation of Authority. The Uniformed Service's ethics official or other designee must approve acceptance to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of payment.

D. Payment In Excess of Regulatory Limitations. When a non-Federal source makes full payment for subsistence expenses, a Uniformed Service may accept payment (and when applicable reimburse a member and/or the member's accompanying spouse) for:

1. expenses that exceed the maximum per diem or actual subsistence expense rates prescribed in par. U4100 or U4200; and
2. common carrier transportation expenses for premium-class other than first-class accommodations without regard to the limitations in Chapter 3. Acceptance of payment for first-class transportation accommodations is allowed only in accordance with par. U3100.

U7903 CONDITIONS FOR ACCEPTANCE

A. General. A Uniformed Service may accept payment for member and/or spousal travel when acceptance is authorized in advance of the travel following approval by an ethics official or other designee who has determined that the payment is:

1. for travel relating to a member's official duties or deemed in the interest of the Uniformed Service;
2. for attendance at a function as defined in par. U7901-A; and
3. from a non-Federal source not disqualified under par. U7904 on conflict of interest grounds.

B. Payments From Multiple Sources. Payments may be accepted from multiple sources.

C. Functions Not Subject of Mutual Interest. If there is no subject of mutual interest to the Uniformed Service and the non-Federal source, acceptance of payment is limited to payment-in-kind and the types of services the non-Federal source generally provides; e.g., air passenger transportation services provided by a commercial airline.

U7904 CONFLICT OF INTEREST ANALYSIS

A. Payment from Non-Federal Source. Payment from a non-Federal source shall not be accepted if the ethics official or other designee of the Uniformed Service determines that acceptance under the circumstances would cause a reasonable person to question the integrity of Uniformed Service programs or operations. In making this determination, the ethics or other designated official shall be guided by all relevant considerations, including:

1. the identity of the non-Federal source;
2. the function's purpose:

3. the identity of other expected participants;
4. the nature and sensitivity of any matter pending at the Uniformed Service affecting the interests of the non-Federal source;
5. the significance of the member's role in the matter; and
6. the monetary value and character of the travel benefits offered by the non-Federal source.

B. Limiting Benefits Offered By Non-Federal Source. The ethics or other designated official may find that, while acceptance from the non-Federal source is permissible, the Uniformed Service should qualify its acceptance; example, authorize attendance at only a portion of the function or limiting the type or character of benefits accepted.

U7905 PAYMENT PROCESSING GUIDELINES

The form of payments from a non-Federal source, other than payments-in-kind, must comply with applicable finance regulations. A payment received by a member is accepted on behalf of the Uniformed Service and must be submitted in accordance with applicable finance regulations. When a payment exceeds an applicable limit (U7902-D), the accommodation or other benefit must be comparable in value to that offered to, or purchased by, other similarly situated individuals attending the function. For other than in-kind payments, payment should be required in advance of the travel.

U7906 REIMBURSEMENT CLAIMS FOR OFFICIAL TRAVEL EXPENSES

A. Member Reimbursement. A member and/or accompanying spouse, must submit the appropriate claim form (see par. U2500) for all travel expense reimbursement claims, and itemize all expenses incurred that exceed applicable limitations (see par. U7902-D). Reimbursement for an expense shall not exceed the applicable limitation, unless the non-Federal source makes full payment for the expense incurred in excess of applicable limitation. In no case shall reimbursement for an expense exceed the amount incurred.

B. Allowable Expenses. The Uniformed Service shall reimburse a member (and/or accompanying spouse) for only the types of expenses prescribed in Chapter 4 for per diem allowances, transportation expenses, or other miscellaneous travel expenses.

C. Partial Payment of an Expense. If an accepted payment covers only a portion of an incurred expense (e.g., \$50 per night for lodging in a locality with an \$85 per night maximum lodging allowance), the Uniformed Service shall reimburse the member (and/or accompanying spouse) the amount prescribed in Chapter 4.

U7907 LIMITATIONS AND PENALTIES

A. General. This Part is the only authority under which a Uniformed Service may accept payment from a non-Federal source, or authorize a member to accept this payment on behalf of the Uniformed Service, associated with attendance of a member (and an accompanying spouse) at a function. The Uniformed Service may not accept under gift statutes, or other similar authority, payment for travel, subsistence, and related expenses incurred by a member or accompanying spouse to attend a function. However, nothing in this Part prohibits the Uniformed Service or member from accepting payment when:

1. authorized by DoD Directive 1344.10 (Political Activities By Members of the Armed Forces), similar regulations of the non-DoD services, or circumstances similar to those prescribed by 5 U.S.C. §4111 or 7342; or
2. a member's unofficial travel is for a personal purpose or a partisan purpose acceptable under DoD Directive 1344.10 (Political Activities By Members of the Armed Forces); similar regulations of the non-DoD services, or circumstances similar to those prescribed by 5 U.S.C. §4111 or 7342; or

3. authorized by a gift statute or similar statutory authority and payment is for attendance at or participation in an event (other than a function) relating to the member's official duties; or
4. consistent with the applicable standards of ethical conduct regulations concerning personal acceptance of gifts.

B. Penalties. A member who accepts any payment in violation of this Part:

1. may be required, in addition to any penalty provided by law and applicable regulations, to repay for deposit to the general fund of the Treasury, an amount equal to the amount of the payment accepted; and
2. when repayment is required, forfeits entitlement to any payment or reimbursement from the Government for these expenses.

U7908 REPORTS

A. Uniformed Service Reports. Each Uniformed Service must submit semiannual reports of payments that total more than \$250 per function. Negative reports are required.

B. Submission of Reports. Each Uniformed Service must submit the semiannual report to its ethics official or other designee for review and forwarding to the Director of the Office of Government Ethics (OGE). The report must reflect when payment is received rather than when travel is performed, and must be submitted:

1. no later than 31 May of each year for payments received during the preceding October through March; and
2. no later than 30 November of each year for payments received during the preceding April through September.

C. Information Required. Except as provided in subpar. G, the report must specify in the following order:

1. the name of the Uniformed Service;
2. each function for which the Uniformed Service accepted payment under this Part of more than \$250 for a member and spouse individually or together, including the function's:
 - a. sponsor(s);
 - b. location;
 - c. date(s); and
 - d. nature;
3. each member's name for whom payment was accepted, and the member's:
 - a. Government position; and
 - b. travel date(s) for function attendance;
4. the accompanying spouse's name for whom payment was accepted, and:
 - a. the name of the member;
 - b. the member's Government position; and
 - c. the spouse's travel date(s) for function attendance;

5. the identity of any non-Federal source from which payment was accepted for the function;
6. an itemization of the benefits the Uniformed Service accepted for the function, and for each:
 - a. a description of the benefit (benefits accepted as a part of a conference or training fee need not be reported separately);
 - b. the method of payment (payment-in-kind or by check or similar instrument);
 - c. the individual for whom payment was accepted (member or spouse);
 - d. the non-Federal source that provided the benefit; and
 - e. the payment amount; and
7. the total value of the payments accepted for the member and/or spouse for the function, itemized as follows:
 - a. the total amount of payments provided by check or similar instrument; and
 - b. the total value of payments provided in kind.

D. Valuation of Payments-In-Kind. In the case of conference, training, or similar fees waived or paid by the non-Federal source, report the amount charged other participants. In the case of transportation or lodging, report the cost to the non-Federal source, or indicate the rate that would have been charged a similar non-Federal source for a similar benefit at the time provided. In the case of meals or other benefits, report the cost to the non-Federal source or provide a reasonable estimate of the market value.

E. Valuation of Non-Commercial Benefits Furnished by a Non-Federal Source

1. Transportation. For transportation on a chartered, corporate or other private aircraft, report the first-class rate that would have been charged by an air common carrier at the time the transportation as provided. If common carrier transportation was unavailable between the two locations, report the cost of chartering a similar aircraft using a commercially available service.
2. Lodging. In the case of lodging for which no commercial rate is available, report the maximum lodging rate prescribed in Appendix B or D.

F. Public Availability of Reports. Except as provided in subpar. G, the Director of OGE makes these reports available to the public.

G. Exemption. To the extent that information is protected from disclosure by statute, a Uniformed Service shall withhold information otherwise required to be reported. All other information shall be reported. Protected information shall be made available for review by properly cleared OGE personnel.

H. Member Reports. Benefits received by a member and/or accompanying spouse on behalf of the Uniformed Service under this Part need not be reported as gifts on confidential or public financial disclosure reports the member must to file pursuant to law or OGE regulation.

to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

- ★ 1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see subpar. 2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:
- (a) law,
 - (b) local custom for everyone, including local nationals, or
 - (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director
Per Diem, Travel and Transportation
Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations shall not be considered.

C. Liquidation. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Repayment of that portion of the advance that was paid on security deposits exceeding \$1,000 may be postponed by Service-designated official until the member vacates the housing on which the security deposit was made. This should occur only if repayment during the member's tour would create an excessive financial burden on the member. Collection action should begin on the first day of the month after payment of the advance. When justified by the member and authorized by a Service-designated official, the start of collection action may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's anticipated tour at the PDS. Action to recoup in a lump sum any advance made under this paragraph shall be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in paragraph D. In countries where rate protection for advance rent, per paragraph D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

(NOTE: Everything ordinarily covered by per diem is furnished without charge, except that officer members are required to pay for rations at the discounted meal rate (basic meal rate).), or

2. students are participating in survival training, forage for subsistence, and improvise shelter.

(NOTE: Members furnished quarters and subsistence obtained by contract are performing field duty when so declared by competent official.)

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY.

Any area or country other than:

1. the United States, or
2. an area listed as a non-foreign area.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.*

***NOTE 2:** When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. *(NOTE: A Government-owned ship totally leased for commercial operation or a*

rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp (***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.***);
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

(NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.)

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

★ GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2000.

1. Discount Government Meal Rate: \$6.60 per day
2. Standard Government Meal Rate: \$8.00 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;

APPENDIX E

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

1. GSA airlift contracted through the Contract City Pair Program shall be used. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

Effective 9 June 00

- ★ a. Space or scheduled flights are not available in time to accomplish the purpose of travel (to include space for pets when associated with permanent duty travel e.g., PCS - USCINCTRANS SCOTT AFB IL//TCJ4-LT// 091304Z JUN 00), or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
- d. Rail service is available and that service is cost effective and consistent with mission requirements.
- e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
- f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and:
 - (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
 - (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when Air Mobility Command (AMC) Category B/Patriot Express is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pair fares) when purchasing commercial airline tickets.

NOTE: *See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.*

APPENDIX E

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE
CONTRACT CITY PAIR PROGRAM

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- Seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting, and
- 70% average savings over regular walk-up fares.
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. How come contractors cannot use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of cost reimbursable contractors is a misuse of the city pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:

Effective 9 June 00

- ✱ a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.) (see subpar. A, item 1 regarding space for pets).
- b. A lower priced commercial fare is available. GSA advises traveler's to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays etc. If you can live with the terms of the fare, you can use it. (Most agencies find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first, to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your agency has a written policy prohibiting travel outside core work hours (This very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, if there is a business class fare awarded for the applicable city pair route unless one of the exceptions in paragraph 5, above applies. Not all city pairs have business class fares awarded. For the most part, business class fares are only available in some of the international markets.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

★ APPENDIX N

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)**A. General**

1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U9107):
 - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
 - b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
 - c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.
2. To be entitled to a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying privately leased quarters covered under the OHA program.
4. MIHA is not intended to cover move-out costs.

B. **MIHA/Miscellaneous**. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. Members residing in privately leased quarters receive an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. *To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.*

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. **MIHA/Rent**. MIHA/Rent claims must be accompanied by a completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)). Members may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
3. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
4. The authorizing/approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.

5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

D. MIHA/Security

1. To qualify for MIHA/Security, members must be assigned to an area where dwellings must be modified in order to minimize exposure to terrorist and/or criminal threat (for 'Areas Currently Designated as High Threat', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas.

(a) When Department of State ***is responsible*** for the area's residential security: the member does not complete DD Form 2556, Part C. All security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State.

(b) When Department of State ***is not responsible*** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.

2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.

3. When the senior officer in-country determines that a duty station should be a high threat area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

Letter Address:

Director
Per Diem, Travel and Transportation Allowance Committee
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

E-Mail Message Address:

Housing.Security@perdiem.osd.mil

Message Address:

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4. MIHA/Security claims must be accompanied by a completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)). Members may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.

5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
6. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 **through** 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official' must either check box 11a(1) **or** 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official must also complete blocks 11b **through** 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a **and** 12b. The selection for block 12b **is based on** the answer provided by the Housing Officer or Appropriate Official in block 11a.
5. The Certifying Official must also complete blocks 12c **through** 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.
2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***
 - a. Authorized expenses:
 - (1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.

(2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.

(3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:

(a) a one-time charge - it is reported on DD Form 2556,

(b) a monthly charge - it is included with rent and reported on DD Form 2367, and

(c) charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.

b. Unauthorized Expenses. The authorizing/approving official has the authority to disapprove excessive or unjustifiable expenses, i.e.:

(1) avoidable real estate agent fees (see Examples 1 and 2 below),

(2) restoration/redecoration fees when they are not customary.

EXAMPLE 1: A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official must disapprove reimbursement of the rent-related fee.

EXAMPLE 2: A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of \$75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of \$75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 **must not** be submitted to PDTATAC directly; submitting the forms directly to PDTATAC will delay processing and reimbursement of the MIHA/Miscellaneous allowance.

* **APPENDIX N****PART II: HIGH THREAT LOCATIONS****Locations Currently Designated As High Threat**

As of 16 August 2000

| Location (Country and/or Country/City) | Date Established |
|---|-------------------------|
| Angola | 1 March 1993 |
| Argentina | 1 June 1997 |
| Bahamas – Nassau | 1 May 1996 |
| Bangladesh | 1 December 1998 |
| Belgium – Shape | 1 May 2000 |
| Belize | 16 October 1994 |
| Brazil | 18 February 1993 |
| Cambodia – Phnom Penh | 16 October 1994 |
| China | 1 February 2000 |
| Colombia | 1 September 1990 |
| Costa Rica – San Jose | 16 April 1997 |
| Costa Rica – Other | 1 October 1999 |
| Croatia | 1 February 2000 |
| Dominican Republic – Santo Domingo | 18 February 1993 |
| Dominican Republic - Other | 1 October 1999 |
| East Timor | 16 August 2000 |
| Ecuador | 1 December 1998 |
| Egypt – Cairo | 1 March 1994 |
| France – Paris | 1 March 1994 |
| Greece – Athens | 1 September 1990 |
| Guatemala – Guatemala City | 18 February 1993 |
| Haiti – Port-au-Prince | 1 April 1995 |
| Haiti – Other | 1 October 1999 |
| Honduras - Tegucigalpa | 1 September 1990 |
| Honduras – Other | 1 October 1999 |
| Hong Kong | 1 February 2000 |
| Indonesia | 1 October 1999 |
| Israel – Tel Aviv | 14 February 1991 |
| Jamaica – Kingston | 18 February 1993 |
| Jamaica – Other | 1 October 1999 |
| Jerusalem (East and West) | 1 September 1990 |
| Jordan – Amman | 1 September 1990 |
| Jordan – Other | 1 October 1999 |
| Kenya – Nairobi | 18 February 1993 |
| Korea – Seoul | 1 February 2000 |

| Locations Currently Designated As High Threat (Continued) | |
|--|------------------|
| Mexico – Mexico City | 16 October 1994 |
| Morocco | 16 May 1998 |
| Nepal | 1 September 1998 |
| Pakistan | 1 September 1992 |
| Papua New Guinea – Port Moresby | 18 February 1993 |
| Paraguay – Asuncion | 1 September 1993 |
| Paraguay – Other | 1 October 1999 |
| Peru – Lima | 1 September 1990 |
| Peru – Other | 1 June 1997 |
| Philippines | 1 September 1990 |
| Poland – Warsaw | 1 April 1995 |
| Russia | 1 December 1998 |
| Rwanda | 1 May 1996 |
| Singapore | 1 February 2000 |
| Slovakia | 1 February 2000 |
| South Africa | 1 February 2000 |
| Syria | 1 October 1998 |
| Trinidad and Tobago | 18 August 1998 |
| Turkey – Adana | 14 February 1991 |
| Turkey – Ankara | 1 September 1990 |
| Turkey – Istanbul | 1 September 1990 |
| Turkey – Izmir | 16 May 1992 |
| Ukraine – Kiev | 1 May 1996 |
| Uruguay | 16 May 1998 |
| Venezuela | 1 April 1997 |
| Viet Nam | 1 July 2000 |
| Yemen | 16 April 1997 |
| Zimbabwe | 1 May 1996 |

Locations Previously Designated As High Threat

As of 16 August 2000

| Location (Country and/or Country/City) | Date Established | Date Removed |
|---|-------------------------|---------------------|
| Bahrain | 1 October 1999 | 1 February 2000 |
| Fiji – Suva | 16 October 1994 | 1 February 2000 |
| Fiji – Other | 1 October 1999 | 1 February 2000 |
| United Arab Emirates | 1 October 1999 | 1 February 2000 |

APPENDIX O

Temporary Duty (TDY) Travel Entitlements

T4000 INTRODUCTION

This Appendix describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants. pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed. JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4501. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR/JTR, Appendix A and par. C4651-B2. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. *If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.*

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers shall have use of a Government-sponsored, contractor-issued travel (charge) card. With it, they should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged. ATM withdrawal is not an option when a unit charge card is used.

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the Government belong to the Government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

★ 10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

★ A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, reimbursement is not authorized to uniformed personnel, and a civilian employee may only receive transportation reimbursement up to the cost of the directed transportation mode.***

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined.

Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

- ★ E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home During Extended Business TDY. The AO may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. The AO may direct use of adequate available Government quarters on an installation only if the traveler is TDY to that installation. The traveler cannot be directed to use Government quarters during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters are offered through the reservation system. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). The CTO must put these rates on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. These rates may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts.

NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

d. Reimbursement of lodging cost when staying with friends or relatives is not authorized.

e. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees.

Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

(NOTE: The cost for laundry, dry cleaning and/or pressing clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an reimbursement expense within the AEA authorized/approved for travel OCONUS.)

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

8. CTO service and processing fees;
 9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this does not include travel expenses incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; (**NOTE:** *Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.*); and
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (**NOTE:** *Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.*);
 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 11. tips for taxis and limousines;
 12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
 - ★ 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 15. **MEMBERS/EMPLOYEES:** tips for handling Government property at terminals and hotels;
 16. **UNIFORMED MEMBERS ONLY:** customary tips for handling any baggage at transportation terminals; and
 17. **CIVILIAN EMPLOYEES ONLY:** costs for personal laundry, dry cleaning and pressing of clothing while TDY (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and
- NOTE:** *FOR MEMBERS, the cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates. These costs are included as an incidental expense within OCONUS per diem rates.)*

18. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, *Assigned Unit* is a reserve member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time
- (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
- (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
- (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***

2. Lodging Selection

- a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.
- b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

- ★ 5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).
- ★ 6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established *before* travel begins.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

★ APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations for members (and their dependents) of the Uniformed Services only:

| <u>Authorized FEML Location</u> | <u>Command Region</u> | <u>Authorized Destination</u> | <u>Recertification Due Date</u> |
|----------------------------------|-----------------------|-------------------------------|---------------------------------|
| Albania, Tirana | European | Frankfurt | 31 July 2000 |
| Argentina | Southern | Miami | 31 March 2001 |
| Armenia, Yerevan | European | Frankfurt | 31 July 2000 |
| Australia, Alice Springs | Pacific | Adelaide | 30 April 2001 |
| Australia, Exmouth | Pacific | Perth | 30 April 2001 |
| Australia, Learmonth | Pacific | Perth | 30 April 2001 |
| Azerbaijan, Baku | European | Frankfurt | 31 July 2000 |
| Bahrain | Central | Frankfurt | 30 September 2002 |
| Bangladesh | Pacific | Honolulu | 30 April 2001 |
| Barbados | Southern | Miami | 30 September 2002 |
| Belarus | European | Frankfurt | 31 July 2000 |
| Belize | Southern | Miami | 31 March 2001 |
| Bolivia | Southern | Miami | 31 March 2001 |
| Botswana | European | Frankfurt | 31 July 2000 |
| Brazil | Southern | Miami | 31 March 2001 |
| Bulgaria | European | Frankfurt | 31 July 2000 |
| Burma | Pacific | Los Angeles | 30 April 2001 |
| Cambodia, Pnom Penh | Pacific | Honolulu | 30 April 2001 |
| Cameroon | European | Frankfurt | 31 July 2000 |
| Canada, British Columbia, Masset | Atlantic | Vancouver | 30 April 1999 |
| Chad | European | Frankfurt | 31 July 2000 |
| Chile | Southern | Miami | 31 March 2001 |
| China | Pacific | Los Angeles | 30 April 2001 |
| Columbia | Southern | Miami | 31 March 2001 |
| Cote d'Ivoire | European | Frankfurt | 31 July 2000 |
| Croatia, Zagreb | European | Frankfurt | 31 July 2000 |
| Cyprus | European | Frankfurt | 31 July 2000 |
| Democratic Republic of Congo | European | Frankfurt | 31 July 2000 |
| Djibouti | Central | Frankfurt | 30 September 2002 |
| Dominican Republic | Southern | Miami | 31 March 2001 |
| Ecuador | Southern | Miami | 31 March 2001 |
| Egypt | Central | Frankfurt | 30 September 2002 |

| | | | |
|---------------------------|----------|-------------|-------------------|
| El Salvador | Southern | Miami | 31 March 2001 |
| Eritrea, Asmara | Central | Frankfurt | 30 September 2002 |
| Estonia | European | Frankfurt | 31 July 2000 |
| Ethiopia, Addis Ababa | Central | Frankfurt | 30 September 2002 |
| Fiji | Pacific | Honolulu | 30 April 2001 |
| Georgia, Tbilisi | European | Frankfurt | 31 July 2000 |
| Ghana, Accra | European | Frankfurt | 31 July 2000 |
| Greece, Athens | European | Frankfurt | 31 July 2000 |
| Guatemala | Southern | Miami | 31 March 2001 |
| Haiti | Southern | Miami | 31 March 2001 |
| Honduras | Southern | Miami | 31 March 2001 |
| Hong Kong | Pacific | Los Angeles | 30 April 2001 |
| India | Pacific | Frankfurt | 30 April 2001 |
| Indonesia | Pacific | Honolulu | 30 April 2001 |
| Israel, Tel Aviv | European | Frankfurt | 31 July 2000 |
| Jamaica | Southern | Miami | 30 September 2002 |
| Jordan | Central | Frankfurt | 30 September 2002 |
| Kazakhstan, Almaty | Central | Frankfurt | 30 September 2002 |
| Kenya | Central | Frankfurt | 30 September 2002 |
| Kuwait | Central | Frankfurt | 30 September 2002 |
| Kyrgyzstan, Bishkek | Central | Frankfurt | 30 September 2002 |
| Latvia | European | Frankfurt | 31 July 2000 |
| Lithuania, Vilnius | European | Frankfurt | 31 July 2000 |
| Mali, Bamako | European | Frankfurt | 30 April 2002 |
| Malaysia* | Pacific | Sydney | 30 April 2001 |
| Marshall Islands, Majuro | Pacific | Honolulu | 30 April 2001 |
| Mexico | Southern | San Antonio | 31 March 2001 |
| Moldova, Chisnau | European | Frankfurt | 31 July 2000 |
| Mongolia | Pacific | Honolulu | 30 April 2001 |
| Morocco | European | Frankfurt | 31 July 2000 |
| Mozambique | European | Frankfurt | 31 July 2000 |
| Namibia, Windhoek | European | Frankfurt | 30 April 2002 |
| Nicaragua | Southern | Miami | 31 March 2001 |
| Nigeria | European | Frankfurt | 31 July 2000 |
| Oman | Central | Frankfurt | 30 September 2002 |
| Pakistan | Central | Frankfurt | 30 September 2002 |
| Paraguay | Southern | Miami | 31 March 2001 |
| Peru | Southern | Miami | 31 March 2001 |
| Philippines, Metro Manila | Pacific | Honolulu | 30 April 2001 |

| | | | |
|--|----------|-----------|-------------------|
| Poland | European | Frankfurt | 31 July 2000 |
| Qatar | Central | Frankfurt | 30 September 2002 |
| Romania | European | Frankfurt | 31 July 2000 |
| Russia, Moscow | European | Frankfurt | 31 July 2000 |
| Rwanda, Kigali | European | Frankfurt | 31 July 2000 |
| Saudi Arabia | Central | Frankfurt | 30 September 2002 |
| Senegal | European | Frankfurt | 31 July 2000 |
| Singapore | Pacific | Honolulu | 30 April 2001 |
| Skopje (Former Yugoslav Republic of Macedonia) | European | Frankfurt | 31 July 2000 |
| South Africa | European | Frankfurt | 31 July 2000 |
| Suriname | Southern | Miami | 31 March 2001 |
| Sri Lanka | Pacific | Frankfurt | 30 April 2001 |
| Syria | European | Frankfurt | 31 July 2000 |
| Tanzania, Dar Es Salaam | European | Frankfurt | 30 April 2002 |
| Thailand | Pacific | Honolulu | 30 April 2001 |
| Tunisia | European | Frankfurt | 31 July 2000 |
| Turkey, Ankara | European | Frankfurt | 31 July 2000 |
| Turkey, Izmir | European | Frankfurt | 31 July 2000 |
| Turkmenistan, Ashgabat | Central | Frankfurt | 30 September 2002 |
| Uganda, Kampala | European | Frankfurt | 31 July 2000 |
| Ukraine, Kiev | European | Frankfurt | 31 July 2000 |
| United Arab Emirates | Central | Frankfurt | 30 September 2002 |
| Uruguay | Southern | Miami | 31 March 2001 |
| Uzbekistan, Tashkent | Central | Frankfurt | 30 September 2002 |
| Venezuela | Southern | Miami | 31 March 2001 |
| Vietnam | Pacific | Honolulu | 30 April 2001 |
| Yemen | Central | Frankfurt | 30 September 2002 |
| Yugoslavia | European | Frankfurt | 31 July 2000 |
| Zambia, Lusaka | European | Frankfurt | 30 April 2002 |
| Zimbabwe | European | Frankfurt | 31 July 2000 |

* Individuals assigned to Malaysia may choose the alternate authorized destination of Honolulu, Hawaii when traveling between 1 July and 31 December 2000 because of the Olympics being held in Sydney, Australia from 15 September to 1 October 2000. During the period 1 July and 31 December 2000, the comparison for other FEML destinations for Malaysia may be to either Sydney or Honolulu as best benefits the travelers.

★ APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE: See par. U7300 for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation

The following are authorized Rest and Recuperation (R&R) locations/destinations for members of the Uniformed Services only:

| <u>Authorized R&R Location</u> | <u>Command Region</u> | <u>Authorized OCONUS Destination</u> | <u>Authorized CONUS Destination</u> | <u>Recertification Due Date</u> |
|--|---------------------------|--|---|-------------------------------------|
| Albania | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Bosnia- Herzegovina | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Croatia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Former Republic of Yugoslavia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Hungary | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Montenegro | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Serbia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Slovenia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |

